

Center For Developmentally Disabled ISL Transportation Log

Mileage MUST be submitted TWO times a month. Check the box to indicate which time period you are submitting mileage log. Do not add any miles driven after the 15th of the month if you are checking Period ONE. Do not add any miles driven before the 15th of the month if you are checking Period TWO.

Period One 1st of the month to the 15th

Period Two 16th of the month to the last day of the month

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|---------------|--------------|-------------|---------------------|---------------------------------|
| Staff's Name: | Name of ISL: | Month/Year: | Total Miles Driven: | Reimbursement Amount (.41/mile) |
|---------------|--------------|-------------|---------------------|---------------------------------|

Individual Initial Key and Total Miles Driven

| Individuals Name (First, Last and Middle Initial) | Individual Initials | | Individuals Name (First, Last and Middle Initial) | Individual Initials | | Individuals Name (First, Last and Middle Initial) | Individual Initials |
|--|------------------------|--|--|------------------------|--|--|------------------------|
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| Date | Start Odometer | End Odometer | Total Miles | Number of Riders | Total Divided Miles <small>staff do not complete this section</small> | Client Initial | Purpose of Trip | Staff Initial |
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| Staff Signature: | Date: | Supervisor's Signature | Date: |
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